



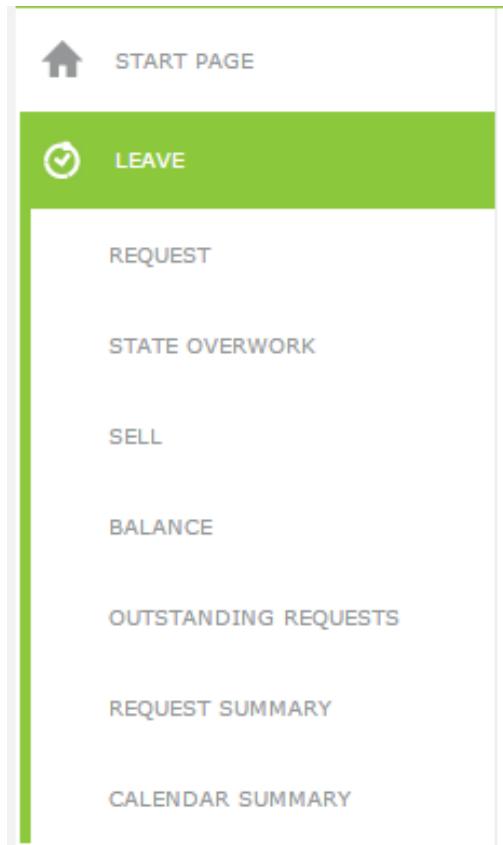
## User manual

### Log into Vrijedagen.nl

You have received a user name and password via e-mail, which allows you to log into Vrijedagen.nl / leavedays.com.

The link in this e-mail takes you to your company's specific login screen. You can log in using the user name and password you received.

Once you have logged in, you will enter the start page.

A screenshot of a web-based navigation interface. On the left, there is a vertical sidebar with a light gray background. At the top of the sidebar is a green header bar containing a house icon and the text "START PAGE". Below this, the sidebar lists several menu items: "LEAVE" (with a checkmark icon), "REQUEST", "STATE OVERWORK", "SELL", "BALANCE", "OUTSTANDING REQUESTS", "REQUEST SUMMARY", and "CALENDAR SUMMARY". The "LEAVE" item is highlighted with a green background, indicating it is the active or selected menu item.

### Navigation screen

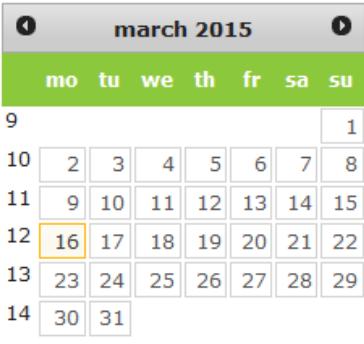
A number of links have been displayed on the left-hand side of the navigation screen:



## Request

You can enter days off under 'request'. Firstly, under 'leave type', select the type of leave you want to apply for.

### request

name	ad min
status	new
I make a request for someone else <input type="checkbox"/>	
year	1/1/2015 - 12/31/2015
type of leave	Normal leave
 Note : the number is zero!	
number	00:00
current balance	98:00 
reason	<input type="text"/>

[save](#) [back](#)

There are various leave 'categories'. For instance, your total for normal leave will not be reduced if you apply for a doctor's visit or special leave for a wedding. However, the type of leave for which you can apply, differs per company.

The calendar allows you to select the days you want to reserve. If you would like to reserve a full week, you can simply select the week number, and the system will select the entire week bearing in mind the applicable timetable.

The days you want to reserve will then be shown in the calendar. You do not have to alter anything if you want to reserve the entire day, but can alternatively modify the desired start or end time. You can only select this if you have the option of reserving a morning, afternoon or entire day. The number of hours you have requested will be mentioned under total. The total number of hours remaining after this request will be mentioned under balance.

Click save. The request will be submitted to your supervisor.

S/he will be informed about it via e-mail. You will be informed as soon as your supervisor examines your application.

#### **Entering overtime (if this is visible)**

Overtime is actually entered in the same way as an application for leave.

Select the day on which you performed overtime. Enter the amount of overtime you have worked. Possibly enter a percentage (rate) against which this overtime is registered, which is determined by the rules within your company.

Enter the reason why you worked overtime. If you fail to do so, the system will detect this. Save the request. Your manager will receive an e-mail about your request.

#### state overwork

name	with standard roster Employee																																												
type of leave <input type="button" value="Tijd voor tijd (1/1/2015 - 1/1/2016) : -"/>																																													
<table border="1"><tr><td colspan="2">march 2015</td></tr><tr><td>mo</td><td>tu</td><td>we</td><td>th</td><td>fr</td><td>sa</td><td>su</td></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr></table>		march 2015		mo	tu	we	th	fr	sa	su	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
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total number	2.00																																												
remark	I had to finish some work																																												
<input type="button" value="save"/> <input type="button" value="back"/>																																													



## Balance

The 'balance' section mentions the hours you have used and how much leave you have left over per leave type. The leave types in your screen may differ from the leave types below.

### balance

year	1/1/2015 - 12/31/2015	▼						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">name</td> <td colspan="2">Marcel Maassens</td> </tr> <tr> <td>employment</td> <td colspan="2">Standaard Dienstverband met nieuwe vakantiewetgeving (100%)</td> </tr> </table>			name	Marcel Maassens		employment	Standaard Dienstverband met nieuwe vakantiewetgeving (100%)	
name	Marcel Maassens							
employment	Standaard Dienstverband met nieuwe vakantiewetgeving (100%)							
<span style="font-size: small;">[print] [refresh]</span>								
type of leave	plus	minus	balance	balance at 28-2				
Normaal verlof vakantiewetgeving	55d	10d	45d	53d	<span style="font-size: small;">[edit] [cancel]</span>			
Special leave	-	-	-	-	<span style="font-size: small;">[edit]</span>			
Reduction in working hours	5d	-	5d	5d	<span style="font-size: small;">[edit]</span>			
Doctor's visit etc.	-	-	-	-	<span style="font-size: small;">[edit]</span>			
Time off in lieu	-	-	-	-	<span style="font-size: small;">[edit]</span>			
Ziek	-	-	-	-	<span style="font-size: small;">[edit]</span>			
	<b>50d</b>		<b>58d</b>					

recalculate balance
process
reopen
delete year

back

### History of your applications/application modifications

If you click on the leave type, you can view the history of all your applications for the leave type in question, along with the accompanying status.

status	period	minus	plus	submitted on	reason	
being requested	3/11/2015 (8:30 AM - 5:00 PM)	1d	-	3/10/2015 11:48 AM	<span style="font-size: small;">[edit]</span>	
approved	3/12/2015/3/13/2015	2d	-	3/10/2015 11:48 AM	<span style="font-size: small;">[edit]</span>	
rejected	3/25/2015/3/26/2015	2d	-	3/9/2015 2:23 PM	<span style="font-size: small;">[edit]</span>	
cancel	3/16/2015/3/20/2015	5d	-	3/9/2015 12:16 PM	<span style="font-size: small;">[edit]</span>	



If you click on  , you can modify or withdraw outstanding or already approved applications. Your supervisor will examine any such modifications.

## Mutation types

On this same page, there are 3 possible mutations:

type	minus	plus	submitted	reason	edit	delete
 expired statutory days	-	-	7/1/2015	expired statutory days legislation in 2012		
 administrative mutation	2d	-	3/10/2015	vakantiedagen		
 leave entitlement	-	25d	1/1/2015	starting balance on basis of employment		
 carry over balance	-	30d	1/1/2015	Transfer previous year		

### Administrative mutation:

This is a mutation made by your supervisor. Why this mutation is made, will always be said by the reason.

### leave entitlement:

This is your starting balance, on basis of your employment.

### Carry over balance:

This is always a carry over from an earlier year.

## Calculation of your balance

When you click on 'leave entitlement' you will see the calculation of your balance. Here you see how your balance is made by starting on basis of employment, and with, if applicable, senior staff and seniority numbers.

## Outstanding applications

This shows already submitted applications that still need to be examined.



## Calendar summary

### calendar summary

year	1/1/2014 - 12/31/2014	<input type="button" value="▼"/>
calendar view	only own employees	<input type="button" value="▼"/>
start	November	<input type="button" value="▼"/>
<input type="radio"/> year <input type="radio"/> quarter <input checked="" type="radio"/> month <input type="radio"/> week		
<input type="button" value="legend"/>		

<>

month	November																														
	44		45		46		47		48		49		50		51		52		53		54		55		56		57				
week	date	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
day	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
<b>employees</b>																															
Alotta, Sally																															
Besemer, Peter																															
Maassens, Marcel																															

The calendar overview shows an overview of days off in your department or the entire company.

The legend shows what the various colours represent.

This allows you to see the leave reserved by your colleagues.

## Personal details/change password

Under profile, you can see who has authorised your leave, what your user name is and how to configure the language used on the website and in e-mails.

Under personal details, you can change the password to a password of your choice. Your user name will stay the same.

## Forgotten your password?

If you have forgotten your password, go to your company's login screen at Vrijedagen.nl and click 'password forgotten'. If you enter your user name, a new password will be sent to your e-mail address.

If you have questions about your balance or other issues, please contact your HR department.